

## **TOWN OF GLASTONBURY JOB DESCRIPTION**

**TITLE:** Director of Parks and Recreation  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Town Manager

### **GENERAL DESCRIPTION:**

Under broad direction of the Town Manager, incumbent directs the planning, organization and management of municipal recreation programs, and the care and maintenance of Town parks, properties, education grounds, and recreation facilities through reporting Park Superintendent and recreation supervisors. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction.

### **ESSENTIAL DUTIES:**

1. Directs and evaluates the programs and operations of the recreation program; assesses the recreational needs of the community and develops a broad range of programs designed to meet those needs, within budget constraints.
2. Directs and evaluates the care and maintenance of all Town parks, open spaces, school grounds, street trees, municipal grounds, athletic fields, recreation facilities and cemeteries. Develops landscape or restoration plans.
3. Develops parks and recreation budgets, including, operating, capital improvement and special revenue fund budgets. Controls department expenditures within fund allocations.
4. Coordinates program operations and goals with other departments, government agencies, commissions and community social groups. Works with special committees on projects, community affairs and special events. Speaks before groups concerning Department programs, and works to resolve problems and concerns.
5. Coordinates unit operations and the personnel, materials and equipment necessary to attain project program objectives.
6. Prepares reports on Department activities, projects and services.
7. Prepares grant applications.
8. Provides direction for staff, supervising, daily activities, providing performance feedback both formally and informally, interpreting and enforcing policies and procedures and communicating effectively.
9. Directs personnel-related activities, including the organization of functional areas, approval of plans and activities, performance appraisal, counseling and disciplining and the recommendation of staff hires and promotions.
10. Encourages the development of staff through formal and informal training, coaching, mentorship, and positive leadership modeling; implements, supports and monitors related programs.
11. Ensures a respectful and safe work environment for all by fostering a culture of mutual respect, accountability for ethical behavior and positive leadership, and alignment of policies, procedures and training with such values. Ensures training on and compliance with best practices for fostering safe work practices, with attention to risk management and loss control.

### **OTHER DUTIES:**

1. Performs other duties as required.

**CONFIDENTIALITY:**

- Maintains confidentiality of records and information as appropriate

**CONDUCT:**

- Observes safe work practices
- Observes state traffic laws
- Represents the Town in a professional and courteous manner at all times

**DEPENDABILITY:**

- Regularly attends and is punctual for work

**QUALIFICATIONS PROFILE:**

- Considerable knowledge of the principles and practices of municipal recreation and leisure services administration and park facilities maintenance
- Considerable knowledge of public administration principles and practices as applied to a varied organizational division
- Considerable ability to communicate orally and in writing and to lead others in work groups of varied size and purpose; considerable ability to supervise the work of varied work groups through supervisors
- Considerable ability to administer policies and procedures including planning, budget management, decision-making and report development and writing
- Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, other governmental agencies, customers and the general public
- Knowledge of state traffic laws

**PHYSICAL/MENTAL REQUIREMENTS:**

- The work is generally performed in an office environment. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work

**MINIMUM TRAINING AND EXPERIENCE:**

- Bachelor's degree from a recognized college or university in parks and recreation, leisure services administration or public administration.
- Ten (10) years of progressively responsible parks and/or recreation administration experience including at least four (4) years in a supervisory capacity
- Municipal experience desired, but not required

**LICENSE OR CERTIFICATION:**

- Valid Driver's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.